Personnel Records Display Application (PRDA)/ Role Based Access (RBA)

Administrator's User Manual

Record of Changes

Version	Name	Change Description	Date
1.0	AFPC/DPSSMF	Initial Version	20 Mar 09

Table of Contents

Overview

This user's manual is organized into logical sections covering Role Based Access (RBA) and the Personnel Records Display Application (PRDA). Chapter one covers responsibilities and points of contact, chapter two introduces the dashboard, chapter three covers how to add, remove, and maintain a user's role and jurisdictional access within the RBA application and chapter four includes instructions on how to view electronic records captured and stored in the Automated Records Management System (ARMS)

There are three main tabs within the virtual Personnel Services Center (vPSC) called the Dashboard, the Airmen Development Plan (ADP) and PRDA. All three tabs use RBA. RBA is a separate application authorized for administrators only. The buttons are titled "ADP", "PRDA" and "RBA".

The vPSC and RBA can be found on the Air Force Personnel Center (AFPC) Secure menu and the Air Force Portal.

The ADP is not covered in this user's manual unless it refers to PRDA functionality.

Note: All person records displayed within this user's manual are fictional records built during application testing. Some examples may not fit existing Air Force guidelines pertaining to roles and the rank of the person depicted in the person record screen shot.

Chapter 1 RESPONSIBILITIES AND POINTS OF CONTACT (POCs)

1. Role Based Access (RBA) and PRDA Points of Contact (POCs) :

1.1. MPS Customer Service Section

1.1.1. Customer Service is the base-level action POC for this program and the records manager for their base personnel. While the RBA Base Administrator may physically work in another office within the MPS, the Customer Service Section is the overall approval authority for any manual assignment granted through RBA.

1.1.2. MPSs shall provide guidance and administrative support to assigned RBA Unit Administrators and assigned Airmen for the roles they hold or are responsible for. The unit representative will provide guidance to their unit personnel for the optional roles assigned (see Figure 3.1 PRDA Roles Chart, for all mandatory and optional roles).

1.2. HQ Air Force Personnel Center (AFPC), Directorate Of Personnel Services

1.2.1. Future Operations is responsible for the management and oversight of RBA and PRDA and the procedures addressed in this PSDM. Direct questions about the release to HQ AFPC/DPSSMF, DSN 665-3659, Commercial (210) 565-3659, or email dps.psdsystems@randolph.af.mil . Once PRDA has been released Air Force-wide all bases and individuals shall direct questions to the Air Force Contact Center at (HQ AFPC/DPSOTCC) DSN 665-5000, Commercial (210) 565-5000 or http://ask.afpc.randolph.af.mil/contact/.

1.2.2. Personnel Records is responsible for the management and regulatory guidance as it pertains to accessing documents viewed by PRDA. Direct document questions, including any questions relating to the filing, removal, or disposition of any document in the Military Personnel Records System not covered by in AFI 36-2608, Personnel Records, to HQ AFPC/DPSSR, at the following organizational email Arms.conversion@randolph.af.mil.

1.2.3. Evaluations/Management Level Reviews (MLRs) is responsible for the assignment of the manual role of MAJCOM/ML HR Specialist at the MAJCOM level. Direct assignment of this role and any questions to HQ AFPC/DPSIDE, at DSN 665-2697/2571 or email afpc.mlr@randolph.af.mil.

1.3. HQ Air Force Personnel Center (AFPC), Directorate of Personnel Data Systems

1.3.1. Functional Systems Administrators (FSAs) are responsible for the resolution of technical functionality problems with RBA and PRDA. Base and Global Administrators may contact afpc.dpdopu.arms@randolph.f.mil or AFPC Personnel Systems Operations Control Center (PSOCC) at DSN 665-5004, Commercial (210) 565-5004 to report technical problems

1.4. Safeguards and Guidance when using Personal identifiable Information and Military Personnel Records

1.4.1. The Privacy Act of 1974. IAW AFI 36-2608, *Military Personnel Records System*, Military Personnel Records contain personal and privileged information and may only be disclosed to authorized persons conducting official Air Force business. Authority to obtain copies of, information from, and/or access data in the PRDA is limited to those persons with an official requirement for the information. Documents within the Personnel Record are not to be further furnished or transferred to anyone not conducting an official Air Force action pertaining to the documents (s). The Privacy Act of 1974 (Title 5, U.S.C., Section 552a) provides for criminal penalties against anyone who discloses information to unauthorized persons. Anyone who obtains information about an individual under false pretenses may also be subject to criminal penalties enforceable under Article 134, UCMJ. Individuals in the performance of their official duties may make or download copies of a member's record; however, third party Privacy Act must be removed IAW AFI 33-332, *Privacy Act Program*. Under the Privacy Act of 1974, persons who knowingly and willfully disclose personal information from an Air Force record,

regardless of media, to a person or agency not entitled to receive it, without the advance consent of the subject of the record, are subject to a fine.

1.4.2. Safeguarding Military Personnel Records and Documents. User access is permitted only after validation of the need for that access. The Customer Support Section of the FSS remains the custodian of access to Personnel Records and is the approval authority for all manual roles. Advise all levels of commanders they must ensure individuals under their command receive only the minimum access they need to complete official Air Force business. Refer to AFI 36-2608, Personnel Records, for management and disposition instructions for documents and forms listed in PRDA.

1.4.3. Protecting Personally Identifiable Information (PII). Faxing PII requires the AF Form 3227, Privacy Act Cover Sheet. When faxing to an open area fax machine that is accessible to different offices/organizations, recommend scanning the document and sending via e-mail with appropriate markings as cited in policy excerpts below.

1.4.3.2. Communications and Information. SSNs are personal and unique to each individual. Protect them as FOR OFFICIAL USE ONLY (FOUO). Within DOD, do not disclose them to anyone without an official need to know. Outside DOD, they are not releasable without the person's consent, or unless authorized under one of the 12 exceptions to the Privacy Act (AFI 33-332, 12.4.).

1.4.3.2.1. Exercise caution before transmitting personal information over e-mail to ensure it is adequately safeguarded. Some information may be so sensitive and personal that e-mail may not be the proper way to transmit it. When sending personal information over e-mail within DOD, ensure: (1) there is an official need; (2) all addressee(s) (including "cc" addressees) are authorized to receive it under the Privacy Act; and (3) it is protected from unauthorized disclosure, loss, or alteration. Protection methods may include encryption or password protecting the information in a separate Word document. When transmitting personal information over e-mail, add "FOUO" to the beginning of the subject line, followed by the subject, and apply the following statement at the beginning of the e-mail:

> "This e-mail contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332."

> Do not indiscriminately apply this statement to e-mails. Use it only in situations when you are actually transmitting personal information. DoD Regulation 5400.7/AF Supp, Chapter 4, provides additional guidance regarding FOUO information.

> Do not send Privacy Act information to distribution lists or group e-mail addresses unless each member has an official need to know the personal information. When in doubt, send only to individual accounts. Before forwarding e-mails you have received that contain personal information, verify that your intended recipients are authorized to receive the information under the Privacy Act. Use AF Form 3227, Privacy Act Cover Sheet, to cover and protect personal information that you are using in office environments that are widely unprotected and accessible to many individuals. After use, such information should be protected as outlined in DoD 5400.7-R/AF Supp. If you have any questions regarding PII, please contact your Privacy Act Monitor.

1.5. Responsibilities

The following is a list of responsibilities applicable to the RBA Base Administrator, Customer Support Section, Unit RBA Base Administrator, AFPC, and the member. Responsibilities are as follows:

1.5.1. Military Personnel Section (MPS) – RBA Base Administrator

- Educate and assist commanders, unit administrators, and members with PRDA functionality, roles, and the responsibilities as outlined below in "Unit Administrator" and "Member" responsibilities
- Provide this User's Manual to each RBA Unit Administrator
- Provide commanders training and/or assistance when necessary
- FSS Commanders will establish local policy on how many and the length of time manual roles may have access to records in PRDA (the maximum is 2 years)
  - Appoint one primary RBA Base administrator and one or more alternate administrators with a maximum of 3 total RBA Base Administrators
  - If the primary Administrator is not the Base Records Custodian, ensure the approval of manual roles is coordinated with the custodian
  - It is highly recommended the RBA Base Administrator has knowledge of the base's PAS Hierarchy and be available to fill this role for at least 6 months
- Request and assign at least one RBA Unit Administrator for each unit assigned to your MPF ID
  - Maintain a list of all RBA Base and Unit, and remove these roles as they are reassigned (PCS, PCA, Sep, etc.)
  - Verify the accuracy of the list every 180 days
  - Review and assign mandatory roles to individuals within owning MPF ID who are military, civilian, contractors, Foreign Service, etc, and do not receive system derived assignments
  - Disapprove requests not meeting the description contained in Figure 3.1 PRDA Roles Chart
- Troubleshoot roles/MilPDS data when a problem arises and correct data when a discrepancy is found (ref Figure 3.1 PRDA Roles Chart, PRDA Roles, Column C)
  - Correct MilPDS data on individuals who should receive a system derived role(s) but the data precludes them from doing so
- Troubleshoot functionality. Call or email the Contact Center when a solution cannot be reached
- Verify and approve/disapprove Commander's Agents when a commander assigns an agent

1.5.2. Unit - RBA Unit Administrator

- Educate and assist commanders and unit members with PRDA functionality and roles.
- Forward requests other than Superintendent, Rater's Rater, Division, Branch, and Section Chief to the Base RBA Administrator
- Appoint one primary RBA Unit Administrator and provide name and SSN to the RBA Base Administrator
  - The current RBA Unit Administrator for the Airman Development Plan (ADP) may be the same individual
  - Assign one or more alternate RBA Unit Administrators (max 3)
  - Maintain a list of all Unit Administrators and verify the accuracy of the list every 180 days

- o Remove unit administrators as they are reassigned and assign new administrators.
- o Assign optional roles (Acting First Sergeant, Rater's Rater, Branch, Section, and Division Chiefs, and CSS HR Specialist) when directed by commander for individuals within unit.
- o Disapprove requests not meeting the description contained in Figure 3.1 PRDA Roles Chart
- o Remove roles individuals are reassigned (PCS, PCA, Sep, etc.) or when they no longer require the role to perform official military duties
- Troubleshoot functionality. Call or email the base administrator when a solution cannot be reached

1.5.3. MAJCOM/ML HR Specialist

- Provide commanders training and/or assistance when necessary
- MAJCOM/A1 will establish local policy on how many and the length of time the role of MAJCOM/ML HR Specialist may have access to records in PRDA (the maximum is 2 years)
  - o Appoint one primary MAJCOM/HR Specialist and one or more alternates to assign non-military senior raters (civilian, contractors, and Foreign Service do not receive system derived assignments). This role should be assigned to an individual with ML responsibilities
- Educate and assist MAJCOM personnel and Senior Raters with PRDA functionality and the role of MAJCOM/HL HR Specialist
- Disapprove requests not meeting the description contained in Figure 3.1 PRDA Roles Chart.
- Verify and approve/disapprove Senior Rater's Agents when a Senior Rater assigns an agent.
- Maintain a list of MAJCOM ML HR Specialists/all non-military senior raters and remove their roles as they are reassigned (PCS, PCA, Sep, etc.) or when they no longer require the role to perform official military duties
- Troubleshoot roles and AFPROMS data when a problem arises and correct data when a discrepancy is found (ref Figure 3.1 PRDA Roles Chart, PRDA Roles, Column C). Call or email AFPC/DPSIDE, Evaluations/MLRs at afpc.mlr@randolph.af.mil or 665-2697/2571 when a solution cannot be reached

1.5.4. AFPC Future Operations

- Establish procedures as they relate to RBA and PRDA
- Educate and assist commanders and base administrators with PRDA functionality, roles, and the responsibilities as outlined in "Unit Administrator" and "Member" responsibilities
- Provide training and/or assistance when necessary
- Review feedback and concerns from RBA Base Administrators.
- Serves as the Global Administrator
- Maintain a list of all RBA Base, Unit, and Board Administrators and remove administrators as they are reassigned
- Verify roles on a monthly basis and remove any role not meeting the guidance provided in Figure 3.1 PRDA Roles Chart
- Troubleshoot functionality

1.5.5. AFPC Evaluations/MLRs

- Establish procedures as they relate to assigning HR Specialist and Senior Raters
- Educate and assist commanders and base administrators with PRDA functionality, roles, and the responsibilities as outlined in "Unit Administrator" and "Member" responsibilities
  - Provide training and/or assistance when necessary
- Serves as the Global Administrator for MAJCOM/ML HR Specialists
  - Review feedback and concerns from MAJCOM/ML HR Specialists
  - Maintain a list of all RBA Base, Unit, and Board Administrators and remove administrators as they are reassigned.
  - Verify roles on a monthly basis and remove any role not meeting the guidance provided in Figure 3.1 PRDA Roles Chart
  - Troubleshoot functionality

1.5.6. AFPC Functional Systems Administrators (FSAs)
- Troubleshoot and fix any of the following problems:
- File generation errors
- PRDA access button from within AFPC Secure
- ASP errors or Server Unavailable messages
- Database access errors
- Troubleshoot requests from DPSOTCC

1.5.7. Member
- Access AFPC secure website to view records through the vPSC.
- Contact your RBA Unit Administrator if you have questions about PRDA functionality or roles.

1.5.8. Unit Commander
- Unit commanders determine when the optional roles of Rater's Rater, Superintendent, Division Chief, Branch Chief, Section Chief, and Commander Support Staff HR Specialist are assigned within their unit (s).
- Appoint one primary RBA Unit Administrator and provide name and SSN to the RBA Base Administrator.
- Contact your RBA Unit Administrator if you have questions about PRDA functionality or roles.

2. Access to vPSC

2.1. Components

All Air Force active duty, Air National Guard (ANG), Reserve (USAFR) and Civilians are members of the Virtual Personnel Services Center (vPSC). Sister Service, Foreign Service and contractor personnel (called "other users") may also be granted access and roles to PRDA by a unit or base administrator depending on what role is being added (see Figure 3.1 PRDA Roles Chart, for detailed role information).

Logging into an account is done by opening one of the buttons on AFPC Secure or the Air Force Portal (AFP).

2.1.1.1. PRDA and RBA may be accessed through AFPC Secure and the Air Force Portal (AFP).

2.2. Notifications

2.2.1. Members receive notifications via their dashboard.

2.2.1.1. The views (or "dashboards") are dynamic based on the role determination and may contain separate and distinct applicable functionality for each particular member.

2.2.2. Notifications contain information about role assignments, an approaching expiration date, actions needing a member's attention, and so forth.

2.2.2.1. All users can view and delete notifications received on their dashboard. Weekly reminder emails are sent if notifications are not acted upon and deleted.

2.2.2.2. Figures 2.1through 2.6 are examples of Dashboard notifications.

2.3. Assigning and Maintaining Agents

2.3.1. Senior Raters, all levels of Commanders, Directors, their equivalents and Squadron Section Commanders can assign his/her administrative function to an Agent. The Agent can be an Air Force member (to include Civilian) or an "Other" user. The assigned Agent has all the features of the Senior Rater or Commander <u>except</u> the ability to assign or remove an Agent, and submit a development plan to AFPC (applies to Senior Rater Agent only).

2.3.1.1.   In addition to PRDA, administrative function includes Reviewing Developmental Plans,

Career Briefs, and Career Planning Diagrams within ADP.

2.3.2. Figures 2.8 through 2.11.1 are examples of assigning, maintaining, and deleting agents.

Figure 2.1 Dashboard

- Click on a Notification to view its content

Figure 2.2. View Notification

- System displays detailed Notification information and changes Action field to "Opened"

Figure 2.3. Delete Notification

- Delete Notifications by clicking on the **Delete** Icon in the 'Action' column pertaining to the desired Notification
- Notification is no longer viewable

NOTE: Notifications left on dashboard will generate a weekly email notification that you have actions to take in ADP. Delete notifications to prevent receipt of this email.

Figure 2.4. Civilian Member Dashboard

The Civilian Member Dashboard contains four sections: Notifications, Member Basic Information, Development Plan Status, and Development Plan Reviewer History.

To access their Development Plan, Career Brief, and Career Planning Diagram or to Add/Associate Other User, click on ADP tab under "My Sections" on the Member Dashboard

Figure 2.5 Officer Member Dashboard

The Officer Member Dashboard contains five sections: Notifications, Member Basic Information, Development Plan Status, Development Plan Reviewer History, and Current Status.

Figure 2.6 Enlisted Member Dashboard
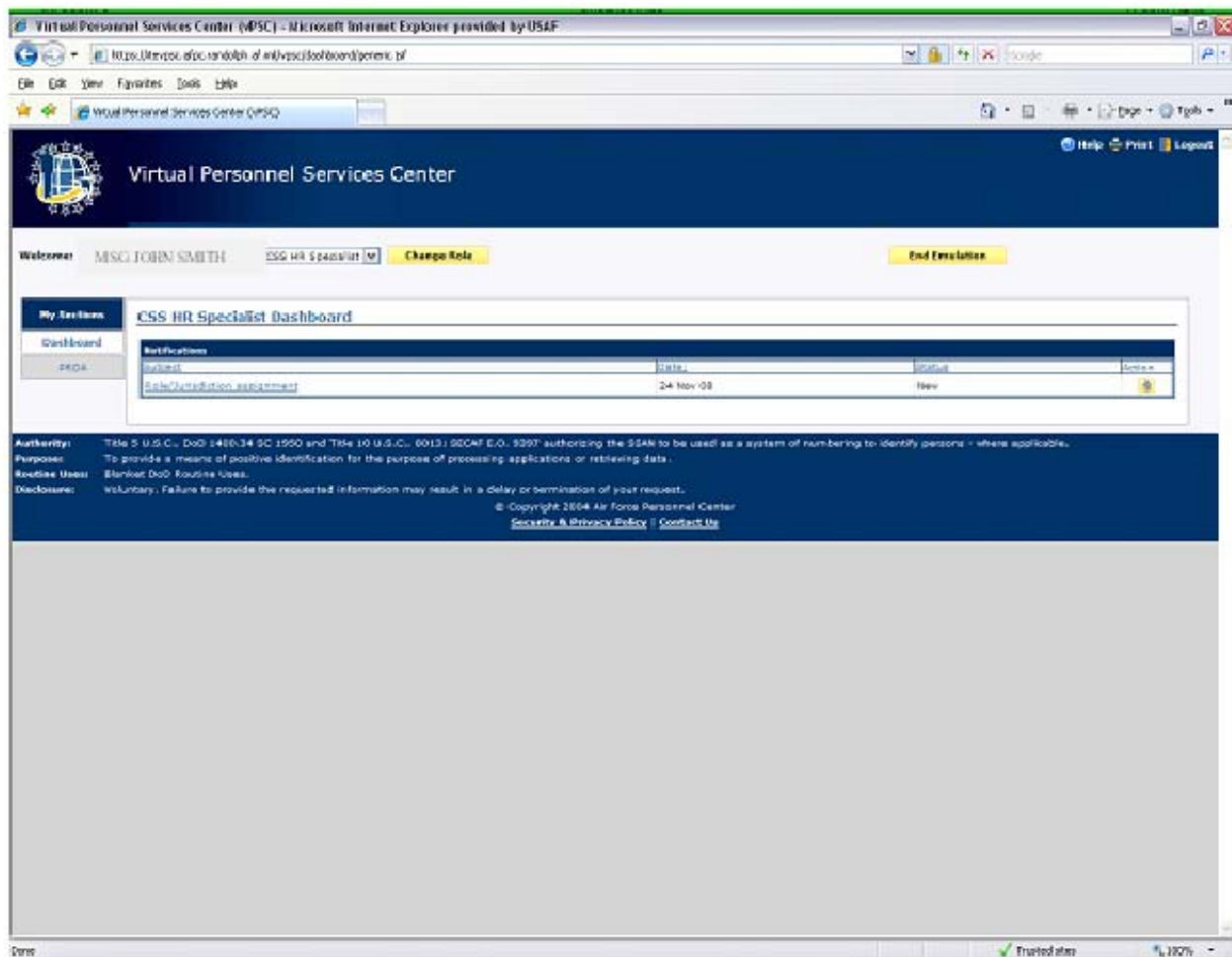
- The Enlisted Member Dashboard contains a Notifications section only.

Figure 2.7. Change Role
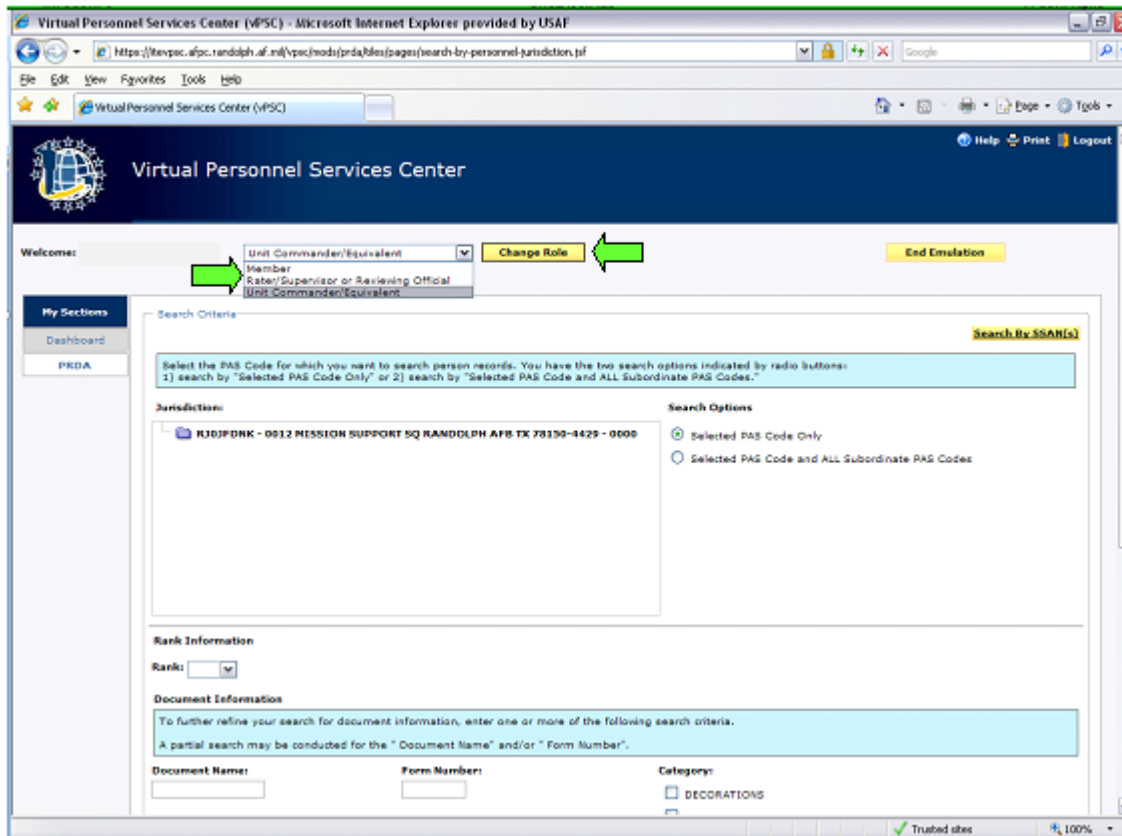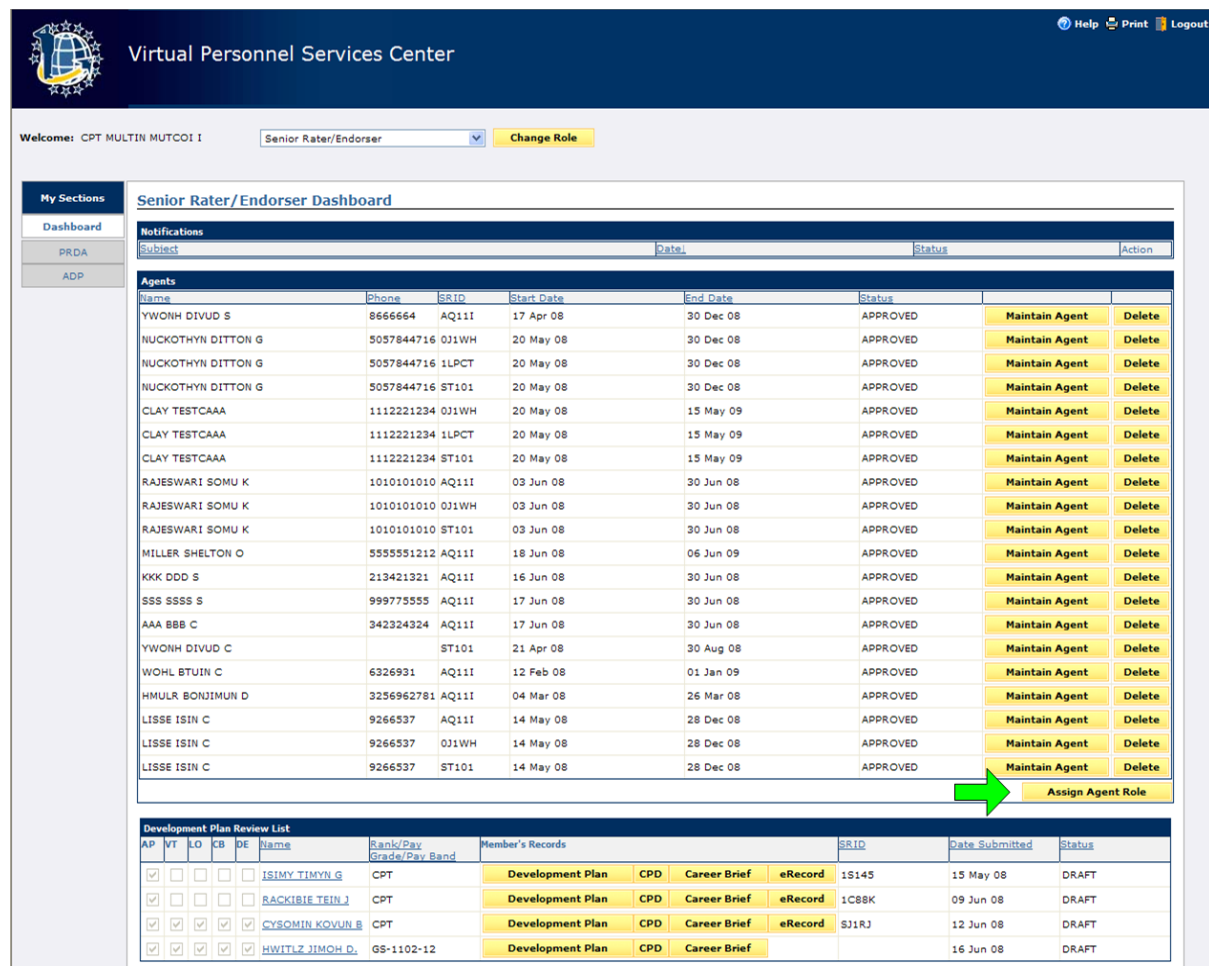
- To change roles, select the arrow in the dropdown at the top of the screen
  - Select a role from the dropdown menu
  - Click **Change Role**

Figure 2.7.1. Change Role
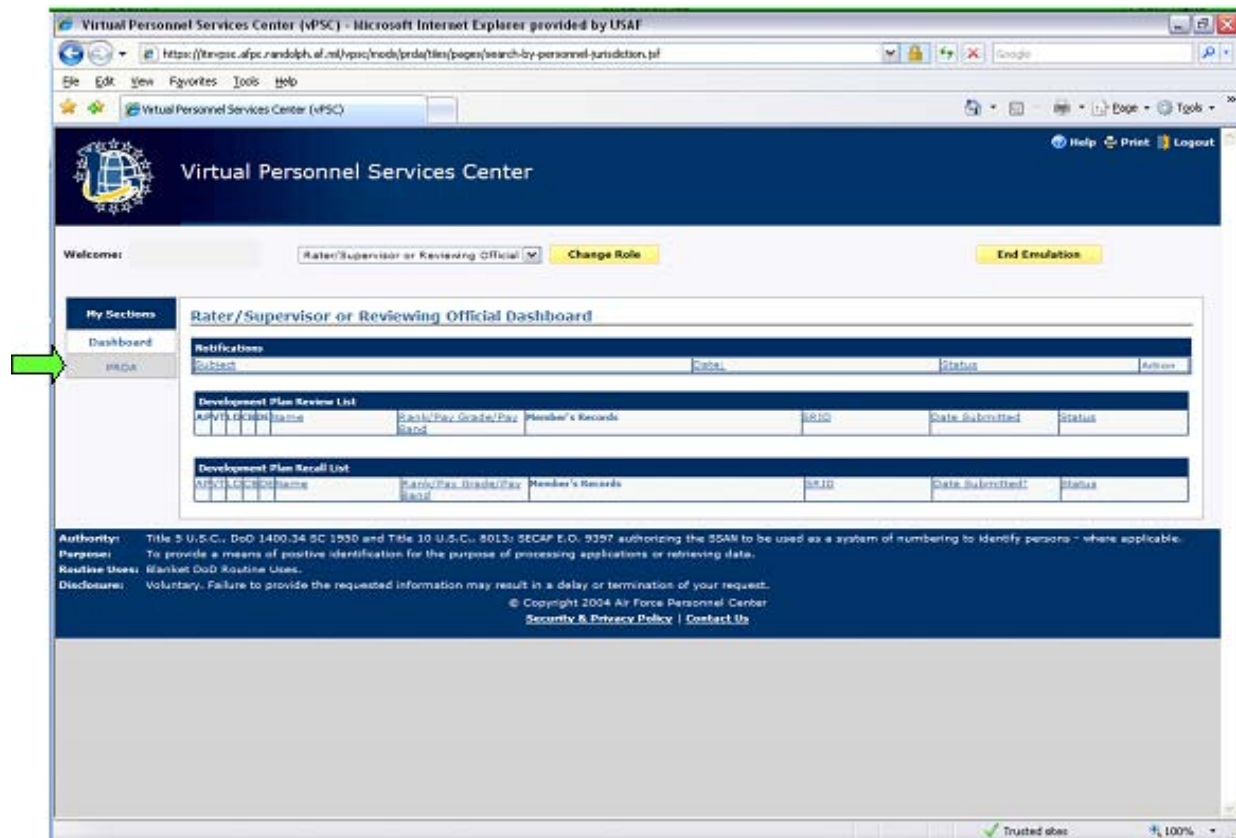
- Once the application has change roles it will revert to the dashboard of the new role Click **PRDA** to return to the search screen

Figure 2.8. Senior Rater/Commander/Director - Assign Agent

- Click **Assign Agent Role**

Figure 2.8.1. Assign Agent Role

Assign Agent screen is displayed, which contains the following sections

- Associated Agent panel, showing all Agent assignments, including Pending and Approved
- Each record contains
  - Name (Last, First MI)
  - Rank
  - SSAN (masked)
  - Branch of Service
  - SRID (for Senior Rater dashboard only)
  - Personnel Accounting Symbol (PAS) Code (for Commander dashboard only)
  - Phone
  - Email
  - Status (Pending or Approved)
  - Add Other User link
- Search for Member or Add Other User (Sister Service/Foreign Service) (Step 1) (Go to Figure 2.9 to Add Other User)

- Select User Type to receive correct Rank options
  - Air Force Military
  - Civilian
  - Other (Foreign Service, Sister Service, Retired, Contractor)
    Air Force Military Search
    - Search by SSAN
      OR
    - Combination search
      - Search by Last Name, First Name, Rank, Core ID, Promotion Year Group
    Civilian Search
      Search SSAN
        OR
      Combination search
        - Search by Last Name, First Name, Rank/Pay Grade/Pay Band, Core Career Field ID
    Other (Foreign Service, Sister Service, Retired, Contractor) Search
      Search SSAN
        OR
      Combination search
        - Search by Last Name, First Name, Rank, Branch of Service (Service Component)
- Search Results
- Results can be sorted by
  - Name
  - Rank
  - SSAN
  - Email
  - DSN
  - Location
  - Branch of Service
- Search for candidates using one of the above search methods (Step 1)
- Click **Search (Step 2)**
- Results are presented (if any)

Figure 2.8.2. Agent Search Results

- If a desired candidate is returned in the search results
  - Click **Assign Agent Jurisdiction**

Figure 2.8.3. Senior Rater Assign Agent SRID Code

- For Senior Rater Agent, one of three selections screens (e.g. series of checkboxes for SRIDs) will be presented based on the Senior Rater access (Step 1)
  - o Only one SRID assignable to the Agent
  - o No SRID assignable to the Agent
  - o More than one SRID assignable to the Agent
- Assign an account expiration date (Step 2)
- Click **Continue** or **Cancel** (Step 3)

Figure 2.8.4. Commander/Director Assign Agent PAS Code

- For Commander Agent, one of two selection screens will be presented
- Only one PAS code assignable to the Agent based on the commander's access (Step 1)
  - o Multiple PAS codes assignable to the Agent
  - o Assign an account expiration date (Step 2)
- Click **Continue** or **Cancel** (Step 3)

NOTES:
  - o Agents will have more jurisdictions when the Commander deviates from the default system jurisdiction.
  - o The RBA Global or appropriate admin needs to be aware that if a Commander wants or needs their default jurisdiction changed and there is no commander agents currently assigned all is ok.

- o If the Commander jurisdiction is other than 'default' and an agent, association comes thru then the RBA Global or appropriate admin must disapprove the request.
  - o If there are currently, commander agents assigned to a Commander who is requesting a manual jurisdiction then the RBA Global will have to make the commander aware that these agents will now have greater jurisdiction authority then the commander will.
- The Commander will then have to manually disassociate all the agents and re-associate when his/her jurisdiction is changed back to a 'default' jurisdiction.

Figure 2.8.5. Agent Maintenance Review

- System displays confirmation screen for selected jurisdiction
  - o Confirm information and click **Save** or **Cancel**
- Entry is created in the vPSC database with the potential new user's account information, as entered in the form, and the date/time of the form submission. System creates account and sets the account status to "Pending"
- Approval is required by an RBA Base or Global Administrator

Figure 2.9. Add Other User

Add an Other User to Assign an Other user as an Agent (from Figure 2.8)
- Form is displayed with the following fields to fill out
  - Name (Last, First, Middle Initial)
  - SSAN
  - Duty Phone
  - Duty Email
  - Branch of Service
  - Rank
  - PAS Code Equivalent
  - Justification
- Click **Continue** or **Cancel**
- Return to Figure 2.9 - 2.12 to view screen shots of the Other User data populated in the search results area and to assign jurisdiction

Figure 2.10. Deleting Agents

- Click **Delete** from the Agent List on the Senior Rater/Endorser or Commander Dashboard to disassociate the Agent.

Figure 2.10.1. Remove Agent Review

- System displays confirmation screen
  o Click **Delete** or **Cancel**
- System removes Agent association and notifies Agent of this action

Figure 2.11. Edit Agent Information

- Click **Maintain Agent** from the Dashboard
  o System displays Agent Maintenance screen

Figure 2.11.1. Agent Maintenance

- Add and remove the Agent's jurisdiction by selecting from the list
- Update Account Expiration date
- User can edit Agent's Basic Information
  o Basic information is read-only if the Agent was added from Military Personnel Data System (MilPDS) or Defense Civilian Personnel Data System (DCPDS). Agent Basic Information is editable if the Member was manually added to vPSC
- Click **Save Profile** or **Cancel**
- System saves changes and returns to the Agent List

3. Role Based Access (RBA)
3.1. Definition
RBA is a nondiscretionary access control mechanism, which allows and
promotes the central administration of an organizational specific security policy. RBA provides
a means of naming and describing relationships between individuals and rights. RBA describes
the access and administration to be employed to document needs for the Personnel Records
Display Application (PRDA), Airman Development Plan (ADP) and be extensible to future
modules. A user may acquire a role in vPSC in three ways. These role acquisition types are
defined below:
- System – the system grants the role to the user at login based upon information specific to the user derived from MilPDS, DCPDS, or AFPROMS
- Assigned – an Administrator grants the role to the user
- Associated – another user grants the role to the user. An associated role requires a RBA approval

3.1.1. RBA and PRDA are separate applications and have separate "buttons" on AFPC Secure
and the AFP.
3.2. Roles
Figure 3-1, PRDA Roles Table, depicts the roles within the RBA application and jurisdiction of
each of those roles based on user type and contains the following information (ADP roles are not
listed in this figure):
- Role: Column one contains the title of each role.
- Role Description: Column two contains a description of each role.
- Role Assignment: Column three contains the jurisdiction for each role.
- Role Assignment: Column four contains whether a role is system derived/manually assigned or both, which administrator is responsible for granting access to each role, and if the role is an optional role.
- Viewed Documents: Column five contains what documents each role has access to.

3.2.1. RBA Base Administrators have the authority to grant the following roles:
- *Rater/Supervisor
- *Rater's Rater
- *Superintendent
- *Division Chief
- *Branch Chief
- *Section Chief
- Wing Commander/Director
- Group Commander/Director
- Unit Commander/Director
- Squadron Section Commander/Director
- Command Chief Master Sergeant
- *First Sergeant
- *Acting First Sergeant

- Investigator
- Legal
- *Commander Support Staff HR Specialist
- MPF HR Specialist (MPS)
- RBA Unit Administrator
- RBA Base Administrator
  *These roles fall into the purview of the RBA Unit Administrator with commander concurrence; however, the capability exists to grant these roles at the base level also.

3.2.1.1. RBA Base Administrators also have the authority to approve/disapprove agent assignments and are notified via their dashboard.

3.2.1.2. RBA Base Administrators will not grant the roles of RBA Board Admin, AF Central Selection Board (member), Management Level Review (MLR) Board (member), or Senior Airman Below-the-Zone Board (member) until further notice.

3.2.1.2.1. These roles are not functional at this time.

3.2.2. RBA Unit Administrators have the authority to grant the following roles with concurrence from their unit commander:

- Rater/Supervisor
- Rater's Rater
- Superintendent
- Division Chief
- Branch Chief
- Section Chief
- First Sergeant
- Acting First Sergeant
- Commander Support Staff HR Specialist
- RBA Unit Administrator

3.2.3. ML/HR Specialists have the authority to grant the role of Senior Rater.

3.2.3.1. The ML/HR Specialist is assigned by the ML Global Administrator.

3.2.4. Senior Raters, all level of Commanders /Director Equivalents and Squadron Section Commanders can assign his/her administrative function to an Agent. The Agent can be an Air Force member, civilian, or an "Other" user. The assigned Agent has all the features of the Senior Rater or Commander based on the jurisdiction requested except the ability to assign or remove an Agent, and submit a development plan to AFPC (applies to Senior Rater Agent only). Agents can also remove an existing Agent assignment.

3.2.5. Role Jurisdiction. Each PRDA role has a jurisdiction that determines the domain of people to which the role can be applied. There are three types of jurisdictions in RBA:

- System – the jurisdiction is determined by the system
- Assigned – the jurisdiction is defined by an Administrator
- Associated – the jurisdiction is the jurisdiction of the role that was granted

3.2.6. Many roles have manual jurisdiction that can be entered to override systemic jurisdiction. Manually assigned jurisdiction follows templates specific to the role. Figure 3.2 depicts the template used for each role.

Figure 3.1 Personnel Records Display Application (PRDA) Roles Chart (see all notes)

Role (D=System Derived Assignment) (M=Manual Assignment)	Description	When reading _military_ records...	Role Assignment (Mil=AF Military) (Civ=DoD Civilian) (Other=Sister Service , Foreign Service, or Contractor)	What documents can this role view…?
Self (member, or ratee) (D)	An Air Force active duty, guard, or reserve enlisted or officer or an Individual Mobilized Augmentee (IMA).	User has access to his or her record when they have a person record in MilPDS where file type - 'BA', 'AA', 'AR', 'BR', 'AG', 'BG'; exclude record status 83; AT, OT, RA and RB file types.	This role is derived and cannot be manually assigned.	Unit Personnel Record Group (UPRG) and "ARMS" Selection Folder.
Rater or Supervisor (sometimes referred to as Reviewing Official) (D/M)	An officer, enlisted, or civilian whom is the member's immediate supervisor. This person normally coordinates on most personnel actions pertaining to the member.	User can read person record(s) in MilPDS when user SSN is = SSN in 'rater' or 'supervisor SSN' field of person record(s). _When user is civilian and reading military records..._ User can read person record(s) in MilPDS when user 'SSN' match the MilPDS 'supervisor SSN' field of person record(s) OR 'last name', 'first name' and 'grade' match the MilPDS 'supervisor last name', 'supervisor first name', 'supervisor grade' fields of person record(s).	This is a derived role assignment but may also be assigned manually by the RBA Unit Admin. Manual assignment authorized of mil, civ, sister svs and foreign svs.	Unit Personnel Record Group (UPRG). All Grades.
Rater's Rater or Reviewer (M)	The second evaluator in the rating chain, after the rater.	User has access to person records where the user has been granted access to an individual record. This role is a manual role assignment only.	This role is an optional manual role assignment granted with commander concurrence. Assigned by the RBA Unit Admin. Manual assignment authorized of mil, civ, sister svs and foreign svs.	Unit Personnel Record Group (UPRG). All Grades.
Command Chief Master Sergeant (CCM) (D/M)	An individual in the rank of Chief Master Sergeant that advise commanders on matters impacting the enlisted force such as proper utilization, quality of enlisted leadership, management/supervisor training, operations tempo, and quality of life.	User PAS = person PAS and user person record PAS = ALL Subordinate PAS to user. User can read all person record(s) where file type = 'AA', 'AR', 'AG' and service component = 'R' OR 'V' OR 'G' and record status not 'null' OR '83'. Role derived by Grade = '39' AND DAFSC = '9E000'.	This is a derived role assignment but may also be manually assigned for military only by the RBA Base Admin.	Unit Personnel Record Group (UPRG). Enlisted records only.
Superintendent (M)	An individual who is in charge of wing or group level functions or functions within a squadron having either oversight of functions within other squadrons or within the same squadron.	User has access to person records were user PAS Admin = person record PAS Admin AND user 'office symbol' LIKE 'office symbol' of person. User can read all person record(s) where file type = 'AA', 'BA', 'AR', 'BR', 'AG', 'BG' and service component = 'R' OR 'V' OR 'G' and record status not 'null' OR '83' .	This role is an optional/ manual role assignment granted with commander concurrence. Assigned by the RBA Unit Admin. Manual assignment authorized of mil, civ, sister svs and foreign svs.	Unit Personnel Record Group (UPRG). Lt Col and below.

Role (D=System Derived Assignment) (M=Manual Assignment)	Description	When reading <u>military</u> records...	Role Assignment (Mil=AF Military) (Civ=DoD Civilian) (Other=Sister Service , Foreign Service, or Contractor)	What documents can this role view…?
Division Chief (M)	An individual in charge of a division with at least two subordinate branches and organized as an administrative or functional unit.	User has access to person records were user PAS Admin = person record PAS Admin AND user 'office symbol' LIKE 'office symbol' of person. User can read all person record(s) where file type = 'AA', 'BA', 'AR', 'BR', 'AG', 'BG' and service component = 'R' OR 'V' OR 'G' and record status not 'null' OR '83' .	This role is an optional/ manual role assignment granted with commander concurrence. Assigned by the RBA Unit Admin. Manual assignment authorized of mil, civ, sister svs and foreign svs.	Unit Personnel Record Group (UPRG). Lt Col and below.
Branch Chief (M)	An individual in charge of a branch with at least two subordinate sections and performs all or part of the primary functions of the parent activity on a smaller scale.	User has access to person records were user PAS Admin = person record PAS Admin AND user 'office symbol' LIKE 'office symbol' of person. User can read all person record(s) where file type = 'AA', 'BA', 'AR', 'BR', 'AG', 'BG' and service component = 'R' OR 'V' OR 'G' and record status not 'null' OR '83' .	This role is an optional/ manual role assignment granted with commander concurrence. Assigned by the RBA Unit Admin. Manual assignment authorized of mil, civ, sister svs and foreign svs.	Unit Personnel Record Group (UPRG). Lt Col and below.
Section Chief (M)	An individual in charge of a section with at least two subordinate work centers or elements.	User has access to person records were user PAS Admin = person record PAS Admin AND user 'office symbol' LIKE 'office symbol' of person. User can read all person record(s) where file type = 'AA', 'BA', 'AR', 'BR', 'AG', 'BG' and service component = 'R' OR 'V' OR 'G' and record status not 'null' OR '83' .	This role is an optional/ manual role assignment granted with commander concurrence. Assigned by the RBA Unit Admin. Manual assignment authorized of mil, civ, sister svs and foreign svs.	Unit Personnel Record Group (UPRG). Lt Col and below.
Wing Commander or Equivalent (D/M) or Wing Director or Equivalent (M)	An officer or civilian designated as the commander of an organization below the NAF and above a group level. A wing is responsible for maintaining the installation and may have several squadrons in more than dependent group.	User has access to person record(s) with same PAS OR 'Subordinate PAS' as user according to PAS Code Hierarchy. User can read person records in MILPDS where File Type = 'AA', 'BA', 'AR', 'BR', 'AG', 'BG' AND Service Component = 'R" OR 'V"; OR "G" AND Record Status not 'Null" OR '83' AND (Member PAS = Commander PAS or Member PAS = ALL Subordinate PAS to Commander). Role derived by: <u>Wing Commander:</u> DAFSC = '-91W0' or DAFSC and PAFSC = '90G0'. <u>Wing Director:</u> is authorized manual jurisdiction assignment for Mil, Civ, and other. When manually assigned user can read person record(s) based on a manual jurisdiction assignment.	This is a derived role assignment but can also be manually assigned by the RBA Base Admin. Manual assignment authorized of mil, civ, sister svs and foreign svs.	Unit Personnel Record Group (UPRG). All grades within jurisdiction.

Role (D=System Derived Assignment) (M=Manual Assignment)	Description	*When reading <u>military</u> records...*	Role Assignment *(Mil=AF Military)* *(Civ=DoD Civilian)* *(Other=Sister Service , Foreign Service, or Contractor)*	*What documents can this role view…?*
Group Commander or Equivalent (D/M) or Group Director or Equivalent (M)	An officer or civilian designated as the commander of an organization below the wing and above the squadron level. A group usually has two or more subordinate units.	User has access to person record(s) with same PAS OR 'Subordinate PAS' as user according to PAS Code Hierarchy. User can read person records in MILPDS where File Type = 'AA', 'BA', 'AR', 'BR', 'AG', 'BG' AND Service Component = 'R" OR "V"; OR "G" AND Record Status not 'Null" OR '83' AND (Member PAS = Commander PAS or Member PAS = ALL Subordinate PAS to Commander). Role derived by: <u>Group Commander</u>: DAFSC = '-10C0', '-20C0', '-30C0', '-40C0', '-60C0'. <u>Group Director</u>: is authorized manual jurisdiction assignment for Mil, Civ, and other. When manually assigned user can read person record(s) based on a manual jurisdiction assignment.	This is a derived role assignment but can also be manually assigned by the RBA Base Admin. Manual assignment authorized of mil, civ, sister svs and foreign svs.	Unit Personnel Record Group (UPRG). All grades within jurisdiction.
Unit Commander or Equivalent (D/M) or Unit Director or Equivalent (M)	An officer or civilian designated for administrative purposes as the squadron commander. The squadron is the basic unit in the Air Force. Squadron vary in size according to responsibility.	User has access to person record(s) with same PAS OR 'Subordinate PAS' as user according to PAS Code Hierarchy. User can read person records in MILPDS where File Type = 'AA', 'BA', 'AR', 'BR', 'AG', 'BG' AND Service Component = 'R" OR "V"; OR "G" AND Record Status not 'Null" OR '83' AND (Member PAS = Commander PAS or Member PAS = ALL Subordinate PAS to Commander). Role derived by: <u>Unit Commander</u>: First character of both the DAFSC ='C' or DAFSC = '80C0, '81C0', or '91C0 and grade >/= '04'. Office symbol is = CC. <u>Unit Director</u>: is authorized manual jurisdiction assignment for Mil, Civ, and other. When manually assigned user can read person record(s) based on a manual jurisdiction assignment.	This is a derived role assignment but can also be manually assigned by the RBA Base Admin. Manual assignment authorized of mil, civ, sister svs and foreign svs.	Unit Personnel Record Group (UPRG). All grades within jurisdiction.
Squadron Section Commander or Equivalent (D/M) or Squadron Section Director or Equivalent (M)	An officer designated for administrative purposes as a liaison to a wing, group or unit commander. Normally manages a commander's support staff.	User has access to person record(s) with same PAS OR 'Subordinate PAS' as user according to PAS Code Hierarchy. User can read person records in MILPDS where File Type = 'AA', 'BA', 'AR', 'BR', 'AG', 'BG' AND Service Component = 'R" OR "V"; OR "G" AND Record Status not 'Null" OR '83' AND (Member PAS = Commander PAS or Member PAS = ALL Subordinate PAS to Commander). Role derived by: <u>Squadron Section Commander</u>: DAFSC = 'C38F1Q' or C38F3Q' and (MIL) Member PAS= Sq Section Commander PAS. <u>Squadron Section Director</u>: is authorized manual jurisdiction assignment for Mil, Civ, and other. When manually assigned user can read person record(s) based on a manual jurisdiction assignment.	This is a derived role assignment but can also be manually assigned by the RBA Base Admin. Manual assignment authorized of mil, civ, sister svs and foreign svs.	Unit Personnel Record Group (UPRG). All grades within jurisdiction.

Role (D=System Derived Assignment) (M=Manual Assignment)	Description	When reading _military_ records...	Role Assignment (Mil=AF Military) (Civ=DoD Civilian) (Other=Sister Service , Foreign Service, or Contractor)	_What documents can this role view…?_
Commander's Agent (M/D)	An individual designated by the proper authority to complete designated actions as determined by the respective process. This role is a manual assignment by the designator. Examples are acting commander, acting director, executive officer, etc.	User has been associated with a person record. Example: a Commander as the Commander's agent has access to person records based on the jurisdiction requested by the Commander who requested the role. The commander can select jurisdiction to all PAS Codes with in his/her PAS Hierarchy or a specific PAS Code(s).	This role is manually granted by the designating individual. Once granted, the role is derived. Assigned by the commander/Approved by the RBA Base Administrator. Manual assignment authorized of mil, civ, sister svs and foreign svs.	Unit Personnel Record Group (UPRG). All grades in given jurisdiction.
Senior Rater /Endorser (D)	The evaluator designated by the ML who completes the Performance Recommendation Form and also serves as reviewer on the OPR. (Enlisted) --Position that the MAJCOM, field operating agency, direct reporting unit, and other organizations with Air Force enlisted personnel designate to be the highest level endorser in the ratee's rating chain. _For AD members, senior raters must be at least a colonel or civilian equivalent (GS-15 or higher), serving as a wing commander or equivalent. For non-AD members, a lieutenant colonel serving as a wing or group commander may be the senior rater._	User can read to all where file type = 'AA', 'BA', 'AR', 'BR', 'AG', 'BG' and service component = 'R' OR 'V' OR 'G' and record status not 'null' OR '83'. Role derived by: where SRID is the SRID found in the person record in MilPDS. SSN is validated in AFPROM and SRID returned. _When the user is Military…_ User has a person records in AFPROMS. _When the user is Civilian…_ User has a person record in AFPROM OR User record in DCPDS must be the 1st SES or general officer in the review chain. _When user is Other…_ User has access to person records(s) through association OR user has manual role assignment. When manually assigned user can read person record(s) based on a manual jurisdiction assignment.	This is a derived role assignment but can also be manually assigned the ML/HR Specialist or RBA Global Admin. Manual assignment authorized of mil, civ, sister svs and foreign svs.	"ARMS" Selection Folder. All grades within jurisdiction.
Senior Rater Agent (M/D)	An individual designated by the Senior rater to complete designated actions as determined by the respective process. This role is a manual assignment by the Senior Rater. Examples are acting Senior Rater, executive officer, etc.	User has been associated with a person record. Example: a Senior Rater as the Senior Rater's agent has access to person records based on the jurisdiction requested by the Commander who requested the role. The commander can select jurisdiction to all PAS Codes with in his/her PAS Hierarchy or a specific PAS Code(s).	This role is manually granted by the designating individual. Once granted, the role is derived. Assigned by the commander/Approved by the base RBA Administrator. Manual assignment authorized of mil, civ, sister svs and foreign svs.	"ARMS" Selection Folder All grades in given jurisdiction.

Role (D=System Derived Assignment) (M=Manual Assignment)	Description	When reading _military_ records...	Role Assignment (Mil=AF Military) (Civ=DoD Civilian) (Other=Sister Service , Foreign Service, or Contractor)	What documents can this role view…?
First Sergeant (D/M)	A senior enlisted member who reports directly to the commander. They are typically responsible for the morale, welfare, and conduct of all the enlisted members under the command of the unit commander.	User has access to person records where entire PAS Code and/or PAS Admin Code matches the user PAS or PAS Admin Code. User has access to all person record(s) where file type = 'AA', 'AR', 'AG' and service component = 'R' OR 'V' OR 'G' and record status not 'null' OR '83'. Role derived by: DAFSC AND CAFSC = 8F000 AND Office symbol = CCF. When manually assigned user can read person record(s) based on a manual jurisdiction assignment.	This role is a derived role assignment but can also be manually assigned by the RBA Unit Admin. Manual assignment authorized of mil only.	Unit Personnel Record Group (UPRG). Enlisted records only.
Acting First Sergeant (M)	An individual appointed by the commander to act in the absence of the First Sergeant.	User can read person record(s) based on a manual jurisdiction assignment of SSN, PAS Code, PAS Admin or a combination of PAS Code and PAS Admin.	This role is a manual assignment granted by the RBA Unit Admin. Manual assignment authorized of mil only.	Unit Personnel Record Group (UPRG). Enlisted records only.
Investigator (M)	An officer, enlisted or civilian user in AFSC 71SX, 7S0X1, 31PX, 3P0X1, or equivalent performing duties requiring access to data or documents.	User can read person record(s) based on a manual jurisdiction assignment of SSN, PAS Code or a combination of PAS Code and Person name.	This role is a manual assignment granted by the RBA Base Admin. Manual assignment authorized of mil, civ, sister svs and foreign svs.	Unit Personnel Record Group (UPRG). All grades.
Legal (M)	An officer, enlisted or civilian user in AFSC 51JX or 5J0X1, or equivalent performing duties requiring access to data or documents. This role is a manual assignment.	User can read person record(s) based on a manual jurisdiction assignment of SSN, PAS Code or a combination of PAS Code and Person name.	This role is a manual assignment granted by the RBA Base Admin. Manual assignment authorized of mil, civ, sister svs and foreign svs.	Unit Personnel Record Group (UPRG). All grades.
Commander Support Staff (CSS) HR Specialist (M)	An officer, enlisted, civilian or contractor assigned to the Commander's Support Staff within a unit and performing duties in a personnel or admin capacity. Example: PRP Monitor.	User can read any person record(s) whose entire PAS Code and/or PAS Admin Code = user. User can read person records in MILPDS where File Type = 'AA', 'BA', 'AR', 'BR', 'AG', 'BG' AND Service Component = 'R" OR "V"; OR "G" AND Record Status not 'null' OR '83'. Manual Jurisdiction can also be granted for a combination of Functional Category AND Service Component or Reserve Section Code AND Service Component.	This role is an optional manual assignment granted by the RBA Unit Admin. Manual assignment authorized of mil, civ, or other.	Unit Personnel Record Group (UPRG). Lt Col and Below.
Military Personnel Flight (MPF) HR Specialist (M)	An officer, enlisted, civilian or contractor assigned to the Military Personnel Flight at a base designated to perform in a HR capacity.	User can read any person record where first two characters of PAS Code (MPF ID) = users. User can read person records in MILPDS where File Type = 'AA', 'BA', 'AR', 'BR', 'AG', 'BG' AND Service Component = 'R" OR 'V"; OR "G" AND Record Status not 'Null' OR '83' . Manual Jurisdiction assignment can also be granted by SSN, PAS Code, PAS Admin or a combination of PAS Code and PAS Admin, Functional Category AND Service Component or Reserve Section Code AND Service Component.	This role is a manual assignment granted by the RBA Base Admin. Manual assignment authorized of mil, civ, or other.	Unit Personnel Record Group (UPRG). Lt Col and Below.

Role (D=System Derived Assignment) (M=Manual Assignment)	Description	When reading _military_ records...	Role Assignment (Mil=AF Military) (Civ=DoD Civilian) (Other=Sister Service , Foreign Service, or Contractor)	_What documents can this role view…?_
Management Level (ML) HR Specialist (M)	An officer, enlisted, civilian or contractor assigned to a DoD organization (i.e. major command) where the senior official reports directly to the SecDef, SecAF, Chairman Joint Chiefs of Staff, CSAF, or State Adjutant General or Governor for Air National Guard.	This role is a dual viewing and assignment role and has access to both PRDA and RBA. Has the capability to assign Sister Service and Civilian member to the role of Senior Rater by default jurisdiction or SRID. User has access to all person record(s) in MilPDS where 3rd & 4th digits of record's PAS = 3rd & 4th digits of user's PAS. NOTE: For MilPDS person record = file type - 'BA', 'AA', 'AR', 'BR', 'AG', 'BG'; exclude record status 83; AT, OT, RA and RB file types. Manual Jurisdiction assignment can also be granted by SSN, MAJCOM ID, Management Level ID or a combination of PAS Code and PAS Admin, Functional Category AND Service Component or Reserve Section Code AND Service Component.	This role is a manual assignment granted by the RBA Global. Manual assignment authorized of mil, civ, or other. This role is a	"ARMS" Selection Folder Lt Col and Below.
AF Central Selection Board (M) (member)	Individuals who have been assigned and designated to perform a function on an Air Force Promotion Board. This role is a manual assignment.	User can read person record(s) based on a manual jurisdiction assignment of SSN, Person Name or Board ID.	This role is not authorized for use at this time.	Selection Folder. Lt Col and Below.
Management Level Review (MLR) Board (member) (M)	Individuals who have been assigned and designated to perform a function on a Management Level Review Board.	User can read person record(s) based on a manual jurisdiction assignment of SSN, Person Name or Board ID.	This role is not authorized for use at this time.	Selection Folder. Lt Col and Below.
Senior Airman Below-the-Zone Board (member)	Individuals who have been assigned and designated to perform a function as a Board Member on a SrA BTZ Board.	User can read person record(s) based on a manual jurisdiction assignment of SSN or Person Name.	This role is not authorized for use at this time.	Selection Folder. Lt Col and Below.

NOTES:

1. All manually assigned roles carry an expiration date.

2. When reading derived records all data must be accurate in MilPDS, DCPDS/Business Objects, or AFPROMS.

3. The following roles are not authorized for use and will not be assigned until further notice: AF Central Selection Board (member), Management Level Review (MLR) Board (member), or Senior Airman Below-the-Zone Board (member).

4. Guidance as it relates to Officer and SNCO Selection Folder review has not changed. The documents viewed in PRDA do not comprise a member's complete selection folder. Review of the Officer Selection Brief (OSB), Data Verification Rip (DVR), and Officer and Senior NCO selection folder is still required. Selection folder contents can be obtained by written request to HQ AFPC/DPPBR2, 550 C Street West, Suite 5, Randolph AFB TX 78150-4707 or at http://ask.afpc.randolph.af.mil/ under Officer or Enlisted Promotions.

Figure 3.2 Administrator Roles Chart (see all notes)

Role (D=System Derived Assignment) (M=Manual Assignment)	Description	When reading _military_ records...	Role Assignment (Mil=AF Military) (Civ=DoD Civilian) (Other=Sister Service , Foreign Service, or Contractor)	What documents can this role view…?
Management Level (ML) HR Specialist (M)	An officer, enlisted, civilian or contractor assigned to a DoD organization (i.e. major command) where the senior official reports directly to the SecDef, SecAF, Chairman Joint Chiefs of Staff, CSAF, or State Adjutant General or Governor for Air National Guard.	This role is a dual viewing and assignment role and has access to both PRDA and RBA. Has the capability to assign Sister Service and Civilian member to the role of Senior Rater by default jurisdiction or SRID. User has access to all person record(s) in MilPDS where 3rd & 4th digits of record's PAS = 3rd & 4th digits of user's PAS. NOTE: For MilPDS person record = file type - 'BA', 'AA', 'AR', 'BR', 'AG', 'BG'; exclude record status 83; AT, OT, RA and RB file types. Manual Jurisdiction assignment can also be granted by SSN, MAJCOM ID, Management Level ID or a combination of PAS Code and PAS Admin, Functional Category AND Service Component or Reserve Section Code AND Service Component.	This role is a manual assignment granted by the RBA Global. Manual assignment authorized of mil, civ, or other. This role is a	"ARMS" Selection Folder Lt Col and Below.
RBA Unit Level Admin (M)	Individuals designated to provide access and/or manually assign or remove roles at the unit level.	User has access to all person record(s) where PAS Code and/or PAS Admin code matches. User can assign individual sfrom vPSC, MilPDS, DCPDS and Business Object person records. NOTE: For MilPDS person record = file type - 'BA', 'AA', 'AR', 'BR', 'AG', 'BG'; exclude record status 83; AT, OT, RA and RB file types. Contractor assignments must be built using "Add record".	This role is a manual assignment granted by the RBA Base or RBA Unit Admin. Manual assignment authorized of mil, civ, or other.	None.
RBA Base Level Admin (M)	Individuals designated to provide access and/or manually assign or remove roles at the base or unit level. They also approve agent and other user associations within their jurisdiction.	User has access to all person record(s) where 1st two digits of PAS Code matches. User can assign individuals from vPSC, MilPDS, DCPDS and Business Object person records. NOTE: For MilPDS person record = file type - 'BA', 'AA', 'AR', 'BR', 'AG', 'BG'; exclude record status 83; AT, OT, RA and RB file types. Contractor assignments must be built using "Add record".	Assigned by RBA Global or RBA Base Admin. Manual assignment authorized of mil, civ, or other.	None.
RBA Global Admin (M)	Individuals designated to manage access or permissions and/or manually assign or remove roles at all levels. This role resides at HQ AFPC/DPS/DPA/DP, AFRC/A1X and NGB/A1PS only. They also approve agent user associations within their jurisdiction.	User can assign individuals from vPSC, MilPDS, DCPDS and Business Object person records. NOTE: For MilPDS person record = file type - 'BA', 'AA', 'AR', 'BR', 'AG', 'BG'; exclude record status 83; AT, OT, RA and RB file types. Contractor assignments must be built using "Add Record".	Assigned by RBA Global Admin. Manual assignment authorized of mil, civ, or other.	None.
RBA Board (M) Admin	Individuals who have been assigned and designated to perform	User can read person record(s) based on a manual jurisdiction assignment of SSN or Person Name.	This role is not authorized for use at this time.	Selection Folder.

| | | | administrative board functions. | | | | Lt Col and Below. |

1. All administrator roles carry an expiration date.

2. Civilian and AF Military member data is read from DCPDS and MilPDS; however, "Other" users (Contractor, Joint-Service and Foreign Service) must be added.

3. When reading derived records all data must be accurate in MilPDS, DCPDS/Business Objects, or AFPROMS.

4. RBA Base Administrators will not grant the roles of RBA Board Admin, AF Central Selection Board (member), Management Level Review (MLR) Board (member), or Senior Airman Below-the-Zone Board (member) until further notice.

4. The following roles listed within the RBA application drop-downs do not pertain to PRDA and should not be assigned unless directed by another program: ADP Admin, AO/CFMT, DE Admin, DE ML/HR Specialist, DPA/DPI Admin, EO Admin, EO BPO, EO Director, EO MAJCOM, and EO Specialist.

Figure 3.3 Manual Jurisdiction Assignments

Role		Assigned Jurisdiction Number	Description	Clause Number	Field	Number of Values
Abbreviation	Name					
actgfrstsgt	Acting First Sergeant	1	SSAN	1	SSAN	10
		2	PAS Code **OR** PAS Admin	1	PAS Code	5
				2	PAS Admin	5
		3	PAS Admin	1	PAS Admin	5
		4	PAS Code	1	PAS Code	5
afpromo		1	SSAN	1	SSAN	60
	AF Central Selection Board	2	Person Name	1	Person Name	60
		3	Board ID	1	Board ID	1
brchief	Branch Chief	1	PAS Code **AND** Office Symbol **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	Employee Type	Choice
		2	PAS Code **AND** Office Symbol **AND** DAFSC **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	DAFSC	5
				4	Employee Type	Choice
csshrspec	CSS HR Specialist	1	SSAN	1	SSAN	60
		2	PAS Code	1	PAS Code	10

Role		Assigned Jurisdiction Number	Description	Clause Number	Field	Number of Values
Abbreviation	**Name**					
		3	PAS Admin	1	PAS Admin	10
		4	PAS Code **OR** PAS Admin	1	PAS Code	10
				2	PAS Admin	10
		5	Functional Category **AND** Service Component	1	Functional Category	5
				2	Service Component	Choice
		6	Reserve Section Code **AND** Service Component	Criteria are hard coded to **RSC** is hardcoded to = 'MA', 'MB', 'MC', 'MD', 'ME', 'MH', 'MR', 'MT', 'MX', 'MZ', 'NC' ,'ND' ,'TA' ,'TB' ,'TC' AND 'TD'; **SVC COMP** = 'V' (Reserve) .			
divchief	Division Chief	1	PAS Code **AND** Office Symbol **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	Employee Type	Choice
		2	PAS Code **AND** Office Symbol **AND** DAFSC **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	DAFSC	5
				4	Employee Type	Choice
frstsgt	First Sergeant	1	SSAN	1	SSAN	10
		2	PAS Code **OR** PAS Admin	1	PAS Code	5
				2	PAS Admin	5
		3	PAS Admin	1	PAS Admin	5
		4	PAS Code	1	PAS Code	5
groupcmd	Group Commander / Equivalent	1	PAS Code **AND** Office Symbol **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	Employee Type	Choice
		2	PAS Code **AND** Employee Type	1	PAS Code	5
				2	Employee Type	Choice

Role		Assigned Jurisdiction Number	Description	Clause Number	Field	Number of Values
Abbreviation	**Name**					
groupdir	Group Director / Equivalent	1	PAS Code **AND** Office Symbol **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	Employee Type	Choice
		2	PAS Code **AND** Employee Type	1	PAS Code	5
				2	Employee Type	Choice
investigator	Investigator	1	SSAN	1	SSAN	10
		2	PAS Code	1	PAS Code	5
		3	PAS Code **AND** Person Name	1	PAS Code	5
				2	Person Name	10
legal	Legal	1	SSAN	1	SSAN	10
		2	PAS Code	1	PAS Code	5
		3	PAS Code **AND** Person Name	1	PAS Code	5
				2	Person Name	10
majcommgtlvl	MAJCOM Mgmt Level Review Board	1	SSAN	1	SSAN	60
		2	Person Name	1	Person Name	60
		3	Management Level ID	1	Management Level ID	5
		4	Board ID	1	Board ID	1
mpfhrspec	MPF HR Specialist	1	SSAN	1	SSAN	60
		2	MPF ID	1	MPF ID	5
		3	Functional Category **AND** Service Component	1	Functional Category	5
				2	Service Component	Choice
		4	Reserve Section Code **AND** Service Component	Criteria are hard coded to **RSC** is hardcoded to = 'MA', 'MB', 'MC', 'MD', 'ME', 'MH', 'MR', 'MT', 'MX', 'MZ', 'NC' ,'ND' ,'TA' ,'TB' ,'TC' AND		

Role		Assigned Jurisdiction Number	Description	Clause Number	Field	Number of Values
Abbreviation	**Name**					
				'TD'; **SVC COMP** = 'V' (Reserve)		
mlhrspec	ML/HR Specialist	1	SSAN	1	SSAN	60
		2	Majcom ID	1	Majcom ID	5
		3	Management Level ID	1	Management Level ID	5
		4	Functional Category **AND** Service Component	1	Functional Category	5
				2	Service Component	Choice
		5	Reserve Section Code **AND** Service Component	Criteria are hard coded to **RSC** is hardcoded to = 'MA', 'MB', 'MC', 'MD', 'ME', 'MH', 'MR', 'MT', 'MX', 'MZ', 'NC' ,'ND' ,'TA' ,'TB' ,'TC' AND 'TD'; **SVC COMP** = 'V' (Reserve)			
rater	Rater/Reviewing Official	1	SSAN	1	SSAN	10
		2	PAS Code **AND** Office Symbol **AND** Person Name **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	Person Name	10
				4	Employee Type	Choice
ratersrater	Rater's Rater	1	SSAN	1	SSAN	10
		2	PAS Code **AND** Person Name	1	PAS Code	5
				2	Person Name	10
		3	PAS Code **AND** Office Symbol **AND** Person Name	1	PAS Code	5
				2	Office Symbol	5
				3	Person Name	10
secchief	Section Chief	1	PAS Code **AND** Office Symbol **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5

Role		Assigned Jurisdiction Number	Description	Clause Number	Field	Number of Values
Abbreviation	Name					
				3	Employee Type	Choice
		2	PAS Code **AND** Office Symbol **AND** DAFSC **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	DAFSC	5
				4	Employee Type	Choice
squadseccmd	Squad Section Commander	1	PAS Code **AND** Office Symbol **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	Employee Type	Choice
		2	PAS Code **AND** Employee Type	1	PAS Code	5
				2	Employee Type	Choice
squadsecdir	Squad Section Director	1	PAS Code **AND** Office Symbol **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	Employee Type	Choice
		2	PAS Code **AND** Employee Type	1	PAS Code	5
				2	Employee Type	Choice
srambtz	Senior Airman Below-The-Zone Board	1	SSAN	1	SSAN	60
		2	Person Name	1	Person Name	60
		3	Board ID	1	Board ID	1
srrater	Senior Rater	1	SRID	1	SRID	5
supt	Superintendent	1	PAS Code **AND** Office Symbol **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	Employee Type	Choice
		2	PAS Code **AND** Office Symbol **AND** DAFSC **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	DAFSC	5
				4	Employee Type	Choice

Role		Assigned Jurisdiction Number	Description	Clause Number	Field	Number of Values
Abbreviation	**Name**					
unitcmd	Unit Commander / Equivalent	1	PAS Code **AND** Office Symbol **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	Employee Type	Choice
		2	PAS Code **AND** Employee Type	1	PAS Code	5
				2	Employee Type	Choice
unitdir	Unit Director / Equivalent	1	PAS Code **AND** Office Symbol **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	Employee Type	Choice
		2	PAS Code **AND** Employee Type	1	PAS Code	5
				2	Employee Type	Choice
wingcmd	Wing Commander / Equivalent	1	PAS Code **AND** Office Symbol **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	Employee Type	Choice
		2	PAS Code **AND** Employee Type	1	PAS Code	5
				2	Employee Type	Choice
wingdir	Wing Director / Equivalent	1	PAS Code **AND** Office Symbol **AND** Employee Type	1	PAS Code	5
				2	Office Symbol	5
				3	Employee Type	Choice
		2	PAS Code **AND** Employee Type	1	PAS Code	5
				2	Employee Type	Choice

Figure 3.4 RBA Dashboard

- System presents the user with notifications and member search capability
- Left side panel displays the users assigned roles
  - The ML/HR Specialist is the only dual viewing and assignment role and has access to both PRDA and RBA. This role has the capability to assign Sister Service and Civilian members to the role of Senior Rater by default jurisdiction or SRID in the RBA Application and can view all records where the 3rd & 4th digits of the PAS Code are equal to the user in the PRDA.

Figure 3.4.1. Search for Member

- To assign a role, the administrator is required to search and display the person record first
- Choose User Type as Air Force Military, Other (Foreign Service, Sister Service, Retired, or Contractor), or Civilian and click **Select User Type** (Step 1). The default is Air Force Military.
  - o When assigning a role to a member who is "Dual Hated", meaning the member is military and civilian, search for the member in the User Type where the role needs to be assigned. For example if the member is a military branch chief working in a military capacity, search for the member as "military" and then assign the role. These users will have roles for both military and civilian depicted as "member mil", "member civ", or supervisor civ and the capacity determines the jurisdiction. Non-Dual Hated member's roles are not depicted this way.
- Select the Combination Search radio button to search by name or Select the SSAN Search radio button to find members by their Social Security Number (Step 2)
  - Type in either Last Name and Rank, Last Name and First Name, or SSN with dashes
- Click **Search** (Step 3)
- Search results are presented below
- Click on **Roles** beside the proper individual from the search list (step 4)

Figure 3.4.2. Roles Maintenance – Assign Role

- System presents the members information as well as a list of assigned roles
- Click on the **Assign Roles** button to add additional roles to the member

Figure 3.4.3. Roles Maintenance – Role Dropdown

- Select a role from the **Role Name dropdown list** (step 1) and click **Change Role** (step 2)

Figure 3.4.4. Roles Maintenance – Date/Jurisdiction

- System presents the jurisdiction template based on the role selected
  - The template allows the appropriate administrator to specify jurisdiction for the role being assigned
- Select a Role Expiration Date from the drop down selections (step 1)
- Choose from the Jurisdiction Defined By radio button choices (step 2)
- Click **Assign or Cancel** (step 3)

Figure 3.4.5. Role Assignment Review

- System presents a review of the current role assignment
- Click **Continue** or **Cancel**

Figure 3.4.6. Roles Maintenance New Role

- System brings the user back to the Roles Maintenance screen with the new role displayed
- The role may be edited or deleted from this screen
- Click **Back To Dashboard**

Figure 3.5. Edit Role

- When the **Edit Role** button is selected the system presents the Role Maintenance page and allows the user to edit the role assigned to the member, the date and the jurisdiction. Refer back to Figure 3.3.4.
- Make changes and/or Click **Save**

Figure 3.6. Delete Role

Figure 3.6.1. Confirmation

- Select **Delete Role** from the Roles Maintenance page
  - o Role Deletion Review page is displayed with options to cancel or continue
  - o Click **Continue** to finish the deletion process
  - o Click **Cancel** to return without deleting the member's role
  - o The system will return the Roles Maintenance page with the role deleted
  - o Click **Back to Dashboard** from the Roles Maintenance page to return to the Dashboard screen

Figure 3.7. Add Other Users

- RBA allows administrators to add members of sister services, foreign nationals and contractors. These members are placed into the system by filling in their information in the Other User Maintenance screen.
- Select the **Add Other User** button
- User is presented with the Other User Maintenance page

Figure 3.7.1. Other User Maintenance Screen

- Fill in the appropriate information on the new user
- All fields containing a red asterisk are required
- Click **Continue**

Figure 3.7.2. Other User Maintenance Review

- The member is given a chance to review the previous inputs
- Click **Save Profile** or **Cancel**

Note: Once an individual has been added, the administrator must now add their roles. Refer to **Figure 3.3.1. Search for Member**.

Figure 3.8. Agent Approval
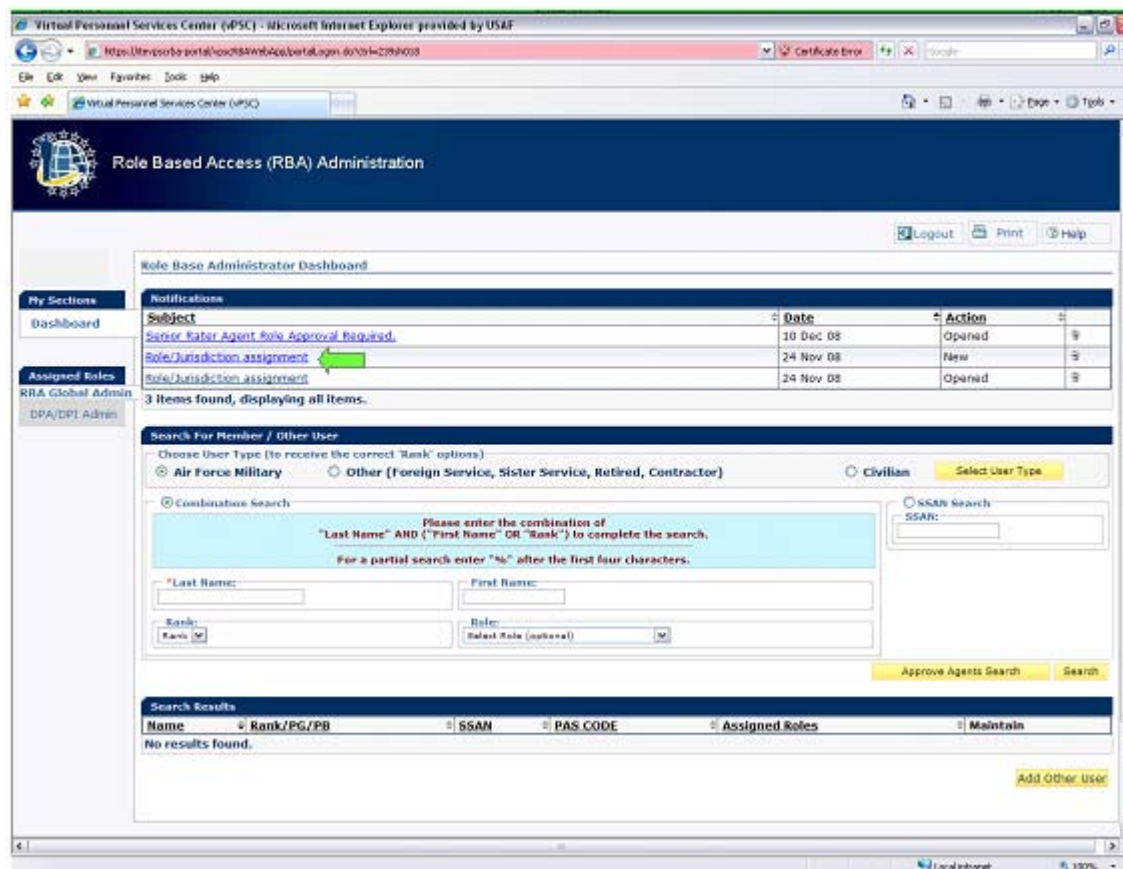
- RBA Base and Global Administrators receive notifications to approve/disapprove Senior Rater and Commander's Agent Associations
    o Associations should be approved/disapproved based on a member being associated to SRIDs and PAS Codes of the Associated Senior Rater/Commander and require a common sense review with disapproval and return comments
        ▪ Example: Association appears to be in error:
            • A Command selects an A1C in a subordinate unit to be his agent and the commander's executive   officer has the same name
            • Commander selects an individual with an expiration date of 2 years and the individual has a projected departure date within 60 days
    o   Click on the notification and note the name of the requested agent and Senior Rater or Commander requesting the agent

Figure 3.8.1. Administrator Notification
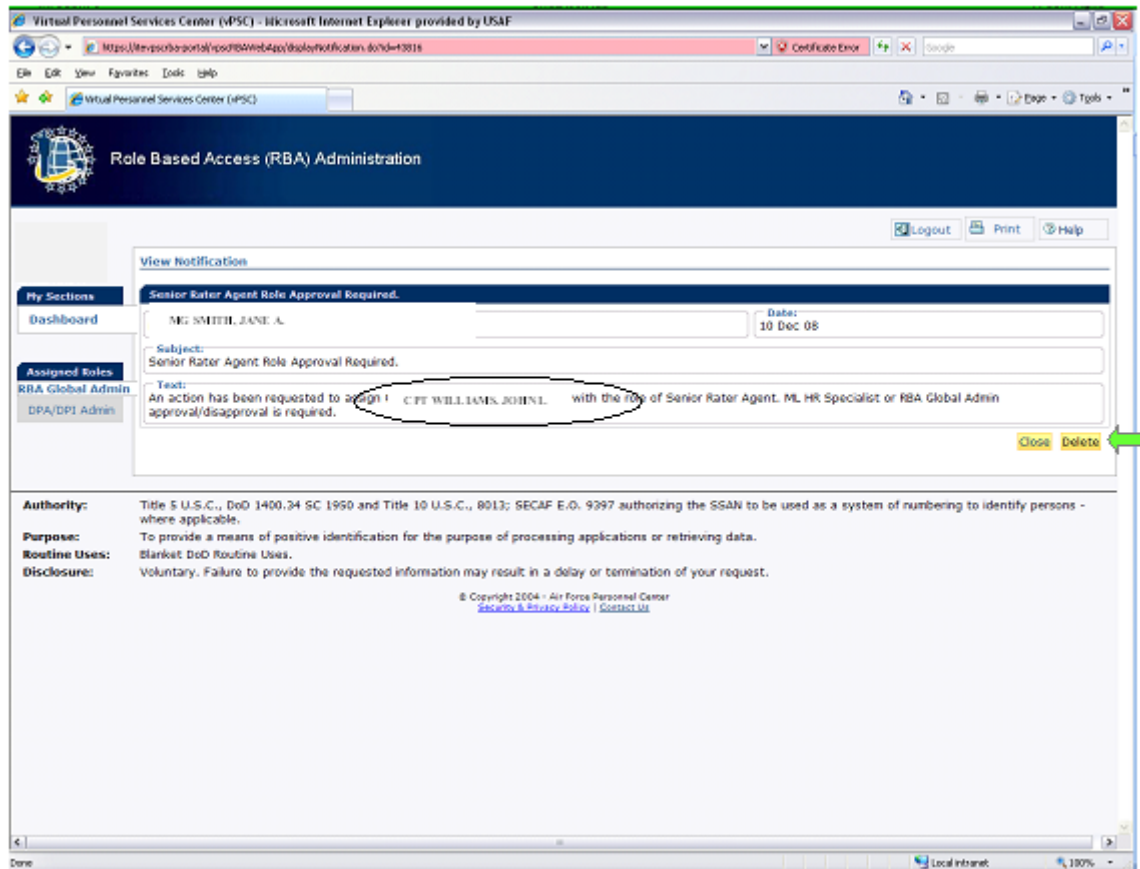
- Click **Close or Delete** and go to Search for Senior Rater or Commander requesting the action to approve or disapprove

Figure 3.8.2. Search for
Member

- Search for Member or Other User
  - o Click the **radio button for the User Type** and click **Select user Type** (Air Force
    Military is the default) (step 1)
  - o Select either **Combination or SSN Search** (step 2)
    - Type in either **"Last Name"** AND **"First Name or Rank"** or **SSN** of the Senior Rater
      or Commander who is requesting the Agent Association (step 3)
  - o Click **Approve Agent Search** (step 4)

Figure 3.8.3. Approve
Associations
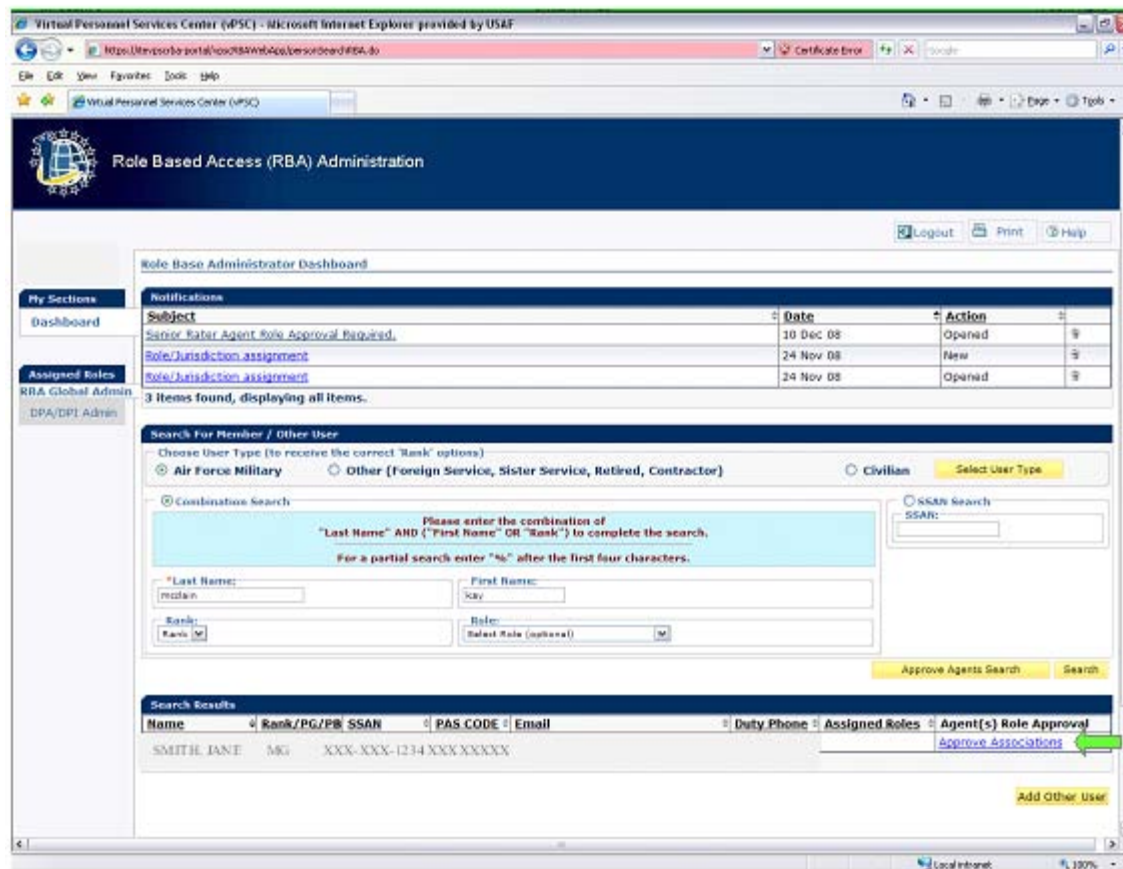
- Click **Approve Associations**

Figure 3.8.4. Approve Associations

Cont.

- Click Approve, Disapprove, or Cancel
  - o If Cancel is selected the user is returned to the RBA Administrator Dashboard

Figure 3.8.5. Approve Associations

Cont. _____

- If the administrator disapproves the association, the administrator must provide comments and click continue

*Note: If comments are not included for the disapproval this error will appear. The error message incorrectly states the word "approval". The error message should state "You must provide comment for disapproval". This is an application defect and has been identified. Click "OK" and place comments in the required box.

Figure 3.9. Notification of
Association

- Notification will automatically be sent to the Senior Rater or Commander's dashboard containing the reason for disapproval.

4. **Personnel Records Display Application (PRDA)**
4.1.   Definition
The Personnel Records Display Application (PRDA) allows the user to search
for record documents stored as images within the Automated Records Management System (ARMS) for the purpose of viewing, saving or printing.
4.1.1.   PRDA employs role based access (RBA) (covered in Chapter 3) to determine what documents and/or person records each member has access to, called jurisdiction.
4.1.2.   Figure 3.1. PRDA Roles Chart depicts what documents each role has access to.
4.1.3.   Documents within PRDA are not to be further furnished or transferred to anyone not conducting an official Air Force action pertaining to the document(s). The Privacy Act of 1974 (Title 5, U.S.C., Section 552a) provides for criminal penalties against anyone who discloses information to unauthorized persons. Anyone who obtains information about an individual under false pretenses may also be subject to criminal penalties enforceable under Article 134, UCMJ. Individuals in the performance of their official duties may make or download copies of a member's record; however, third party Privacy Act must be removed IAW AFI 33-332, *Privacy Act Program*. Under the Privacy Act of 1974, persons who knowingly and willfully disclose personal information from an Air Force record, regardless of media, to a person or agency not entitled to receive it, without the advance consent of the subject of the record, are subject to a fine.
4.1.4.   Incorrect or Non-existent Document
4.1.5.   If the system displays an incorrect or a non-existent document the user has two methods of resolution through their Unit Administrator or Total Force Contact Center (TFCC). The TFCC can be reached at http://ask.afpc.randolph.af.mil/contact/.
4.1.6.   Documents are displayed in a .tif, .pdf, .html, or .xfdl format, and will be displayed with their appropriate document viewer.
4.1.7.   User has the capability to search for members within their jurisdiction by the following means:
    o Last name and first name (wildcard may be used--first four characters and % sign, example: smith, chri% or smit%, chri%)
    o Last name and rank
    o SSN
    o Multiple SSN (up to 10 SSNs)
    o Rank (applies to Senior Rater and all commander and director roles only)
4.1.8.   User has the option to view, print, save, or download an open document.
4.2.   Guidance as it relates to Officer and SNCO Selection Folder review has not changed. The documents viewed in PRDA do not comprise a member's complete selection folder. Review of the Officer Selection Brief (OSB), Data Verification Rip (DVR), and Officer and Senior NCO selection folder is still required. Selection folder contents can be obtained by written request to HQ AFPC/DPPBR2, 550 C Street West, Suite 5, Randolph AFB TX 78150-4707 or at http://ask.afpc.randolph.af.mil/ under Officer or Enlisted Promotions.

Figure 4.1. Member Dashboard

- As a member, click the **PRDA** tab to display search electronic record documents stored as images within the Automated Records Management System (ARMS)
  o Documents associated with the member's SSAN are displayed.
  o Select Available Categories by maximizing or minimizing the categories in the browser.
  o System displays specific documents
    § Form Number
    § Document name
    § Document date
    § # of Pages
  o Click on a document in the "Selected Documents" browser to display it or clear it to remove the document from the browser

Figure 4.1.1. Member Document Browser

- The user may also search for documents by clicking on the "Search" link located in the top right hand corner. The system displays the following specific search criteria:
  o Document Name
  o Form Number
  o Date Range
  o Category

o

Figure 4.1.2. Member Document Search

- Enter one or more of the search options
  o Specific search criteria – single text – enter search string
  o Partial document information – enter partial search string
- System will search the document metadata for all information matching partial search input
- System will present all documents and form information based on input request
  o System retrieves documents after selecting **Get Documents** or **Search**
    ▪ Results are displayed
      • Form Number
      • Document Name
      • Date
      • Number of pages in document
    ▪ Most current dated document appears on top
    ▪ Documents may be sorted by header
    ▪ Search criteria can be modified, and results are returned without losing any previous search results
    ▪ New search can be initiated using similar or different search criteria
    ▪ Select document to view, save, download or print

Figure 4.2. Other than Member Single Person /Document Search by SSN

- Search electronic documents stored as images within the ARMS for all roles other than 'Member.'
  - o Single Name Search - System displays a combination search containing the following fields. Combination of "Last Name" AND "First Name" or "Rank" must be selected.
    - Last Name – mandatory
    - First Name
    - Middle Initial
    - Rank
    - Wildcard % Last name and first name (wildcard may be used--first four characters and % sign, example: smith, chri% or smit%, chri%)
  - o For either option, enter search criteria
  - o Click **Search**
  - o Request is sent to ARMS, which returns all documents associated with request that fall under the jurisdictional permissions of the user requesting documents.

Figure 4.3. Other than Member Multiple Person/Document Search by SSN

- Search electronic documents stored as images within the ARMS for all roles other than 'Member.'
  - System presents a person search criteria either by SSAN (Multiple) or by a Rank (for Commander, Commander Agent, Senior Rater, or Senior Rater Agent roles only)
- SSAN
  - System displays one to ten search criteria containing a SSAN field
  - Enter two to ten SSANs
  - Select the partial search criteria by either typing in the document name or form number or selecting a category. If a selection is not made, the entire personnel record, (the documents the role has access to) will be displayed.
 - Click **Search**

Figure 4.4. Return Person /Document Search
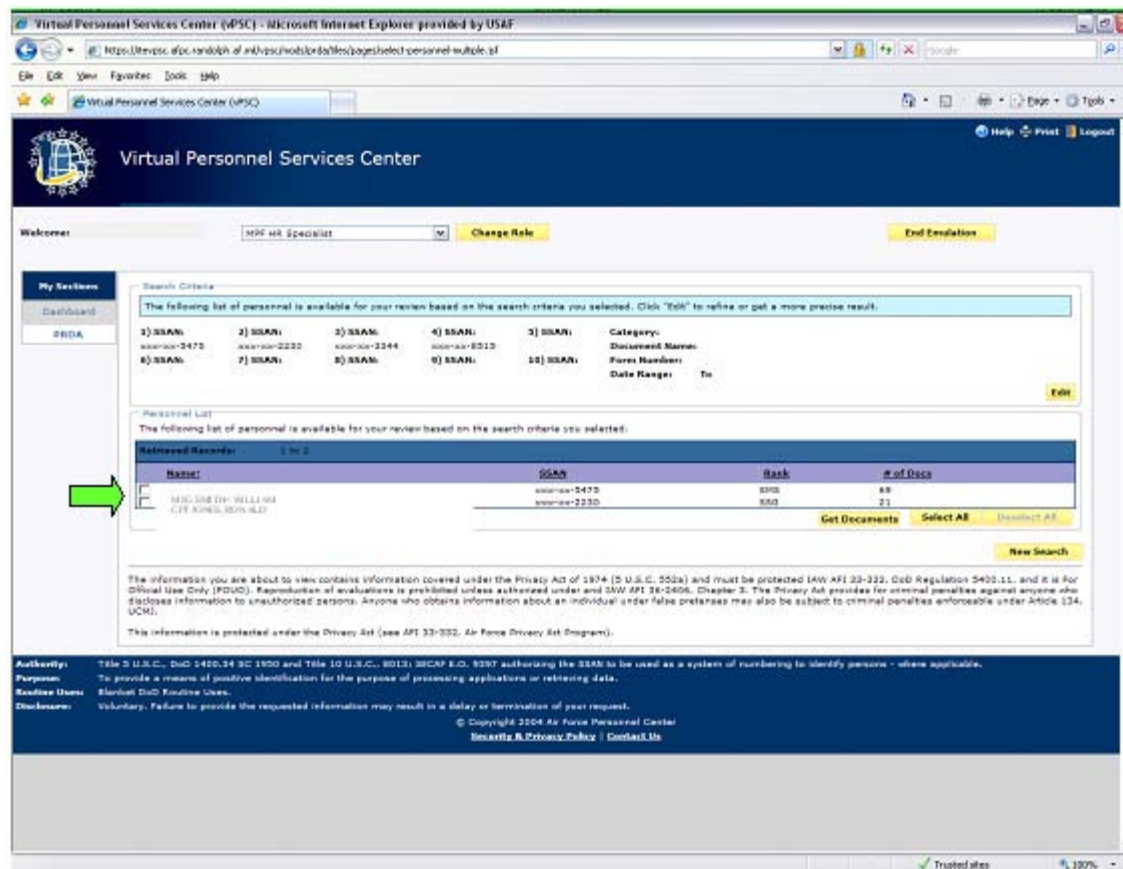
- Return Person/Document Search
  - The request is sent to ARMS, which returns all person records and documents associated with request. Person Records/documents returned will be dependent on the jurisdictional permission of the requesting user.
    - If the roles does not have access to a SSN or record document, the person record or record document will not be displayed.
  - To open a person record, click on the linked name and the record will display. After any search is initiated, system displays the following Personnel Matches
    - Name (Last, First, Middle Initial)
    - SSAN – last four digits only
    - Rank
    - Number of Documents
    - Total number of documents based on permissions available for each SSAN
  - System displays all documents as specified in search criteria. Select from a browse option (only when document criteria is not used)
    - Document category
    - Document subcategory
    - Document Name/Title
    - Form Number
  - System retrieves requested documents and displays results with

- ▪ Form Number
- ▪ Document Name
- ▪ Document Date
- ▪ Number of pages in document
  - o Most current dated document appears on top
  - o Documents can be sorted by header
  - o Search criteria can be modified, and results are returned without losing any previous search results.
  - o New search can be initiated using similar or different search criteria
  - o Select one or many document(s) to view, save, or print

Figure 4.4.1. Return Person /Document Search

- To return to the list of person records, click **Back to List**

Figure 4.4.2. Return Person /Document Search

- Return All Person/Document Search
    o To retrieve all documents on all person records, click **Select All** and then **Get Documents**
    o The application will retrieve all the documents, place them in a .zip file. Click **Open** and the document will be placed in your computers **temp file**.

Figure 4.5. Senior Rater Search

A Senior Rater's jurisdiction consists of all the individuals within their SRID. They may search by SRID or by Individual/Multiple SSN

- Select **SRID** to search for member's assigned to a particular SRID (if the role only contains access to one SRID, that ID is the default)
  - o Click **Search** to return all person records within the SRID
    - ▪ Note: Based on the number of records under the SRID, the search may take additional time. To speed up the request, further refine the search by Rank, Document Name, Form Number, Categories and/or Date Range
  - o Click **Clear**
    - ▪ System clears SRID entry
  - o To further refine search on SRID
    - ▪ Enter SRID
    - ▪ Enter specific Rank from drop down list
    - ▪ Enter Document Name, Form Number, Category and/or Date Range
  - o Click **Search**
    - ▪ System returns results based on search criteria entered
- Select **Search by SSN** (yellow arrow) to search for a member record by SSN. Please refer to figure 4.3 to search by SSN.

Figure 4.5.1. Senior Rater Person Record Display

- Return Person/Document Search
  o The request is sent to ARMS, which returns all person records and documents associated with request. Person Records/documents returned will be dependent on the jurisdictional permission of the requesting user.
    ▪ If the roles does not have access to a SSN or record document, the person record or record document will not be displayed.
  o To open a person record, click on the linked name and the record will display. After any search is initiated, system displays the following Personnel Matches
    ▪ Name (Last, First, Middle Initial)
    ▪ SSAN – last four digits only
    ▪ Rank
    ▪ Number of Documents
    ▪ Total number of documents based on permissions available for each SSAN
  o System displays all documents as specified in search criteria. Select from a browse option (only when document criteria is not used)
    ▪ Document category
    ▪ Document subcategory
    ▪ Document Name/Title
    ▪ Form Number

- System retrieves requested documents and displays results with
  - Form Number
  - Document Name
  - Document Date
  - Number of pages in document
    - Most current dated document appears on top
    - Documents can be sorted by header
    - Search criteria can be modified, and results are returned without losing any previous search results.
    - New search can be initiated using similar or different search criteria
    - Select one or many document(s) to view, save, or print

Figure 4.5.2. Senior Rater Single or Multiple Person/Document Search

- Return Single or Multiple Person/Document Search
  - To retrieve all documents on all person records, click **Select All** and then **Get Documents**
  - To retrieve single or multiple documents on person records, click in the box next to the person records to retrieve and select **Get Documents**
  - The application will retrieve all the documents, place them in a .zip file. Click **Open** and the document will be placed in your computers **temp file**.

Figure 4.6. Commander Search (includes all levels of commanders/directors)

Commander Search

Browse documents

- Commanders/Directors can have two types of jurisdiction
    - Default system = PAS Code equal to that of the Commander/Director and all subordinate PAS Codes
        Or
    - Manually assigned jurisdiction
        - If manually assigned jurisdiction, the option for Selected PAS and All subordinate PAS codes will not function
        - Only the manually assigned PAS Codes will be viewable using the Selected PAS Code Only
- Commander Agents are assigned jurisdiction through the association to a Commander/Director
    - Only those PAS Codes assigned to the Commander Agent will display using the Selected PAS Code Only function
    - The Selected PAS and All subordinate PAS codes will not function

Figure 4.6.1. Commander Search by PAS Code

- Selected PAS Code search only
  - Click the "+" next to **Assigned PAS code(s)** to display all available PAS codes based on jurisdiction
  - Click the specific PAS code – Unit and Location name
    - Click **Search**
    - System returns all members under the PAS code selected
      - To further refine search enter Specific Rank and/or document name, form number, category and/or date range
  - Click **Clear**
  - System clears search results

Figure 4.6.2. Commander Personnel Search by Selected PAS Code and All Subordinate PAS Codes

- Selected PAS Code and ALL Subordinate PAS Codes search only
  - o Select the radio button next to Selected PAS Code and All Subordinate PAS Codes
  - o Click **Search**
  - o System returns results for all members in the PAS Code and All Subordinate PAS Codes
    - To refine search and enhance performance enter
      - Specific Rank and/or document name, form number, category and/or date range
        - o Note: Based on the number of records under the PAS Code and All Subordinate PAS Codes, the search may take additional time. To speed up the request, further refine the search by Rank, Document Name, Form Number, Categories and/or Date Range
 - o Click **Clear**
  - o System clears search results

Figure 4.6.3. Commander Return Person /Document Search

- Return All Person/Document Search
  - To retrieve all documents on all person records, click **Select All** and then **Get Documents**
  - The application will retrieve all the documents, place them in a .zip file. Click **Open** and the document will be placed in your computers **temp file**.

List of Acronyms

ADP	Airman Development Plan
AFP	Air Force Portal
AFPC	Air Force Personnel Center
ARMS	Automated Records Management System
DCPDS	Defense Civilian Personnel Data System
HR	Human Resources
MAJCOM	Major Command
MilPDS	Military Personnel Data System
PA	Privacy Act
PAS	Personnel Accounting Symbol
PRDA	Personnel Records Display Application
RBA	Role Based Access
RBAC	Role Based Access Control
SRID	Senior Rater ID
SSAN	Social Security Account Number
vPSC	virtual Personnel Services Center

Q. I am a reservist and a civilian and I have different roles with different jurisdiction, how does that work?

A. When using Dual Hat Functionality, the user must select the category radio button first, i.e., civilian or military; however, when selecting "civilian" do not select the change category button or this will flip the application back to your military role. This item has been identified and will be fixed in a future release.

Q. Can a civilian be an administrator for RBA in this release?

A. Military, civilians, and contractors can be RBA unit and base administrators; however, contractor person records must be added.

Q. What is a person record?

A. A person record is the system file within vPSC. All military and civilians are read from MilPDS and DCPDS and this allows them access to PRDA. Contractors are manually added and have a stored person record. This may sometimes be confused with the PRDA record containing a military member's military record or Unit Personnel Record Group; they are not the same.

Q. Can civilian documents be viewed in PRDA?

A. No, PRDA only contains active duty, USAF Reserve, and Air National Guard Service member documents.

Q. Will ARMS go away?

A. Yes and No. PRDA is a document viewer of the documents stored in ARMS. ARMS access will be significantly reduced to allow access to only deployed locations and a few "cats and dogs" type organizations.